



**CITY OF ST. LOUIS  
DEPARTMENT OF FINANCE  
OFFICE OF THE SUPPLY COMMISSIONER**

**CAROL L. SHEPARD, CPA  
SUPPLY COMMISSIONER**

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**ADDENDUM NO. 1  
BID OPENING: August 20, 2015**

**TO:** ALL BIDDERS  
**FROM:** JOHN CASSIDY, BUYER  
**DATE:** August 5, 2015  
**RE:** RFQ 41516Q1009, KIP Wide Printer/Copier/Scanner

This addendum is issued prior to bid opening to provide information based on a question received.

**Question:** Could you confirm that there are no steps or staircases that the machine would have to be carried up or down for the delivery?

**Answer:** Need to go 2 steps into the building. Then it would go on an elevator to the 3<sup>rd</sup> floor. Another 5-6 steps to where it would go. No staircases.

All bidders must attach this form to the original Bid/Quote Form. This completed, signed form will serve as acknowledgement that this information has been received.

**ADDENDUM RECEIVED AND ACKNOWLEDGED**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date